

CITY OF FAIRFIELD
PUBLIC WORKS DEPARTMENT

**ENCROACHMENT PERMIT CHECKLIST FOR
DUMPSTERS**

The permit is a one-page document issued over the Public Works front counter (located at City Hall, 1000 Webster Street, 3rd Floor). The permit shall identify requirements for the placement of dumpster on public right-of-way and the person who will be responsible for them. *In order to obtain an encroachment permit, the following additional information must be provided:*

- ❑ **PLAN**: A Plan showing the locations of the dumpster in relation to the project location and the public street. Include street names and appropriate addresses.
- ❑ **FEES**: An Encroachment Permit Fee and an Inspection Fee will be charged for each permit. The total fees to be collected will be \$46.00
- ❑ **INSURANCE**: Applicants wishing to place dumpster(s) within the public right-of-way shall provide the following prior to issuance of the permit:
 1. **Certificate of Insurance**- summarizing the Business Owner's insurance coverage, including Liability Insurance in the amount of \$250,000. *Note: Insurance Provider must have a minimum BEST rating of "A".*
 2. **City Standard Insurance Endorsement**- A special City form which adds the City as an "additional insured" to the Business Owner's insurance policy. Other forms, such as Form B, may be substituted in the place of the City-standard form. Please note additional time may be needed to review non-standard endorsement forms. Copies of the two common endorsement forms are attached.

Special requirements:

1. Reflectorized delineators or barricades shall be placed on either end of the dumpster since they are an obstruction within the roadway.
2. The encroachment permit can be revoked or suspended if Permittee does not comply with all requirements and conditions.

If you have any questions, please contact the Public Works Department at 428-7485.